



## 【Bilingual Speakers Wanted!】 Administrative Officer

## US Based Multinational Company

## 募集職種

## 採用企業名

RoviSys Japan GK

## 求人ID

1493913

## 業種

機械

## 会社の種類

外資系企業

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

経験考慮の上、応相談

## 更新日

2025年04月01日 10:00

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ネイティブ

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

## General characteristics

- Provide administrative support to senior leadership, manage office operations, and facilitate communication across divisions
- Proactive, detail-oriented, and able to handle competing priorities with ease
- Drive efficiency through proactive business support and office management
- Works closely with high-level executives and be part of setting up the foundations of RoviSys Japan

## Responsibilities

- Facilitate communication between executives and global teams through translations
- Act as liaison for global teams during Japan visits, handling logistics like visas and accommodations

- Support employee engagement initiatives
  - Ensure compliance with corporate policies, coordinating with external agencies and vendors
  - Ensure compliance with Japan corporate, tax, accounting and employment laws by liaising with external agencies with the relevant expertise
  - Provide administrative support to all office related matters including facilities management
  - Data entry and filing of documents as needed
  - Review and reimbursement of employee expenses, purchases and vendor services
  - Facilitate accounts receivable and collection function
  - Perform basic human resource functions such as assist in the coordination of recruitment activities
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## スキル・資格

### Qualifications

- Bilingual in Japanese (native level) and English with strong communication skills
  - Proven track record as an Administrative Assistant
  - Experience in global, matrixed organizations will be added bonus
  - Ability to adapt to ambiguity
  - Able to work independently but also a strong team player
  - Qualifications in business administration or business management
  - Possesses positive and constructive attitude
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## 会社説明